



City of Burbank
Planning and Transportation Division
DOWNTOWN RESTAURANT ADMINISTRATIVE USE PERMIT
Application

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-235-5250
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TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant. Decisions by staff may be appealed by any person to the Planning Board.

PLEASE PROVIDE THE FOLLOWING:

1. Application Fees. A Los Angeles County Clerk filing fee for CEQA may be required at time of application and another fee may be necessary depending on the type of environmental review required.
2. A general application, radius map, and labels (in accordance with attached requirements).
3. 13 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned and one reduced copy of the plans (11" x 17"). (See attached plan requirements)
4. 13 copies of any supporting documents that are in color
5. Evidence to support the required findings. The required findings must be made in order for the Planning Board to approve your request. You may use the following section, or provide separate sheets as necessary.

REQUIRED ADMINISTRATIVE USE PERMIT FINDINGS (ATTACH ADDITIONAL SHEETS AS NECESSARY):

Is the restaurant of a type which will add to the synergy of the downtown area and contribute to the shared parking concept?

Yes ☐ No ☐

Identify the restaurant as one of the Institute of Transportation Engineers (ITE) trip and parking generation categories (e.g. Quality restaurant, Family, High turnover sit down, or fast food), and provide evidence that the downtown parking assumptions remain applicable. Provide details:

Is the location of the restaurant one which leads to the over concentration of certain types of restaurants (as defined by ITE)? Does the location create an undue amount of any one type of restaurant in any area of the downtown area?

Yes ☐ No ☐ If no, in what ways?

Does the restaurant intend to provide alcohol incidental to food service? Yes ☐ No ☐

If yes, provide a floor plan of the tables and bar area. An annual certification of the receipts of alcohol and the receipts of food to evidence compliance with the code will be required.

Provide details:

Does the restaurant type (as defined in above) economically stimulate the downtown area by providing quality tenant improvements? Yes ☐ No ☐

Provide details:

Project No. _____ Address: _____ Date: _____